

CIA RECORDS CENTER

ANNEX IV

This Annex furnishes the findings revealed
by the immediate study together with supporting
details.

CIA RECORDS CENTER

Findings

1. The Records Center is operational in character, thus, should not be placed organizationally in MIS which administers functions of a managerial staff nature.

An enterprise is operational in character if the functions and activities thereof entail the performance of repeated routines and rendition of simple services to accomplish its mission. The functions and activities of the Records Center entail the performance of repeated routines and renditions of services such as accessioning, storage, servicing, processing, and disposal of records. Thus, the Records Center is obviously operational in character. (See ANNEX III TAB H)

The Records Center should not be placed organizationally in MIS if its mission and specific objectives differ from those of MIS. The mission of the Records Center is to provide a systematic control of records through specific objectives such as (1) effecting retirement of records pursuant to approved disposition schedules, (2) prompt destruction of records as authorized, i.e. when they are no longer useful or when the retention thereof is not required by law or other considerations and (3) the economical storage of records that must be retained.

The mission of MIS is (or would seem to be) to coordinate the use of men, money, materials, methods, and machines to facilitate planning, organizing, directing and controlling the operational, intelligence and support activities and the progress of CIA on an economical basis in the accomplishment of its overall mission. The mission more fully described is to provide security for the United States of America via produced intelligence and estimates through specific objectives such as the cultural, industrial, economical, geographical, biographical, psychological, political, and military aspects of potential enemies. The conclusion is obvious and needs no amplification for it is commonly accepted that the mission of the Records Center is merely a minor part of the whole mission of CIA and it is the latter which occupies the primary interest of MIS.

2. Positive advantages will accrue in placing the Records Center under the administrative jurisdiction of [REDACTED] and in placing technical jurisdiction thereof under MIS.

25X1A6a

The premise obtains in the first assertion if it can be shown that facilities exist and are available for general administration of support requirements such as personnel, communications, fiscal, medical, logistics, and security aspects together with space facilities and reproduction and machine

25X1A6a records services. But all of these exist and are available. Further, the [REDACTED] has concurred in the project study to place the Records Center under his administrative jurisdiction.

25X1A6a In addition thereto, the location of the Records Center at [REDACTED] will enable the merger of the Vital Materials Repository with the Records Center, thus effecting an overall savings comparable to the salaries of the Repository or Records Center personnel who could be assigned to other duties.

25X1A6a Finally, the placement of the Records Center at [REDACTED] will also enable MIS to absorb the Records Management Staff without the burden of justifying the retention of an operating element thereof. This would tend to solve the overall problem of jurisdiction.

25X1A6a Note: The transfer of records material between headquarters offices and [REDACTED] should pose no special problem as mail for [REDACTED] is picked up at the central mail room in Que Building once a day Monday through Friday. Also, a special trip is made once and sometimes twice a week under armed guard for the conveyance of Vital materials. Additional trips could be made as necessary for the expeditious transfer of records material. 25X1A6a

With respect to communications, an internal method through the Agency switchboard is now available. Expansion of this facility will depend upon the volume increase of telephone traffic pertaining to records.

The premise holds in the second assertion if it can be proved that there exists a direct relationship between the activities of records analysts and the work of the Records Center. The relationship is close. The analyst collaborates with the area records officer in operating activities by inventorying and appraising records and by preparing control and disposition schedules. Thus, he must know if the records scheduled for retirement are flowing to the Records Center in accordance with approved disposition schedules. Further, he must know the volume of the records, which fluctuates with disposal action, the amount of shelving space available in the Center, the types of filing systems used in operating activities and the existence of any unusual circumstances pertaining to the records. He must be prepared to assist and guide Records Center personnel when problems arise, e.g., interfiling records of a single series when different filing systems have been employed. In actual practice, the relationship is so close that it tends to provide on-the-job training of clerks in the Records Center to become records analysts. The conclusion is obvious.

Precedent for the exercise of technical jurisdiction over records activities under separate administrative jurisdiction exist in the Departments of the Army, Navy, Interior and also in CIA, e.g. Vital Materials Repository.

25X1A6a 3. The Records Center should be retained with the Records Management Staff in MIS on a temporary basis until the construction of the permanent center at [REDACTED] is completed.

The Records Center should be retained with the Records Management Staff in MIS under the circumstances cited if it can be demonstrated that there is no other logical place to assign it organizationally on the basis of functional relationship. Obviously, no functional relationship exists in the DD/P complex, nor in the DD/I complex with the possible exception of OCD where the relationship is limited to supplemental distribution; something which is actually apart from the Records Center also, for it is merely assigned there for convenience. In the DD/A complex no definite relationship exists in any single component with the possible exception of Logistics where the relationship could be construed on the basis of a "service". An assignment to that office, however, is not advisable because the Records Center is a small domestic activity contrasting with the broad world-wide scope of activities directed by Logistics. Thus, the Center, still an infant, might not receive a full measure of interest and care to promote its welfare. Further, the separation of the center from its parent organization, namely, the Records Management Staff, before the overall records program has matured fully might give rise to confusion, misunderstandings and jurisdictional questions between records analysts and administrative officials. Under these circumstances, the Center should be retained on a temporary basis with the Records Management Staff in MIS and be assigned to the disposition phase of the program.

25X1A6a 4. When it is determined to place the Records Center under the administrative jurisdiction of [REDACTED] the functions, responsibility, operations, duplicating equipment and three position slots (GS-5) pertaining to supplemental distribution should be transferred to the jurisdiction of OCD on or before completion of the physical move.

25X1A6a When it is determined to place the Records Center under the administrative jurisdiction of [REDACTED], the functions, responsibility, operations, duplicating equipment and three position slots (GS-5) pertaining to supplemental distribution should be transferred to the jurisdiction of OCD as specified if proof can be shown that (1) a functional relationship exists, (2) physical facilities exist for limited storage of basic intelligence reports, (3) technical facilities exist for the fast reproduction of information reports, (4) adequate security requirements exist, (5) the proposed transfer will remove a duplication of effort (6) the proposed transfer will simplify operations, and (7) savings in space and filing equipment can be effected.

A discussion with representatives of OCD reveals that each of these either exist or obtain, respectively, as follows:

Functional Relationship - LD/CD has always exercised control as a clearing house over dissemination and approves distribution of published reports to IAC and non-IAC agencies.

~~SECRET~~

Approved For Release 2000/08/17 : CIA-RDP61-00910A000100070006-7

Physical Facilities - OCD now maintains a limited supply of basic intelligence reports including current and some earlier editions. This supply is housed on 126 three-foot shelves and comprises from 350 to 400 linear feet of material. Five copies of each NIS are included. Thus, it would be merely necessary to replenish the stock on hand from the reserve supply in the Records Center to meet Agency needs. This phase of the proposed transfer can be accomplished without additional space, equipment, or personnel.

Technical Facilities - An explanation of the microfilm system installed in OCD is provided in Tab L of this Annex.

Security Requirements - In person requests from officials of other agencies for CIA finished intelligence reports and information reports require clearance and approval of LD/CD. Display of the Agency badge is required for in person requests made by CIA employees. A CIA address is required on all requests by mail. Follow-up contact is made on a 60 to 90 days' basis for all material on loan.

Duplication of Effort - OCD now maintains a staff of four employees at the CIA desk in the Library to service copies of CIA reports which are furnished on a loan basis. Records Center maintains a staff of five employees to service CIA finished intelligence reports and information reports on a transfer basis. The reports used in each operation are identical in substance and appearance. Thus, there exists two identical services in CIA whereas one would suffice.

Simplified Operations - Reproduction of information reports in the Records Center is complex in that it entails the use of three duplicating methods, i.e., Ozalid, photocopying, and ditto. Thus, standardization is lacking. The procedure used in the Records Center also entails the maintenance of 152 file cabinets in which to house the respective master copies and a limited supply of CIA reports to facilitate servicing requests for distribution.

Upon conversion to the microfilm system (Tab L) the masters of information reports issued between 1946 and 1954 will not grow any larger in volume. These masters comprise 60 cubic feet of multilith, 200 cubic feet of Ozalid, 8 cubic feet of ditto, and 2 cubic feet of paper, aggregating a total of 270 cubic feet. A fair estimate indicates that a period of one year will be required to compare and consolidate the collections on a piece by piece basis, convert the masters to the microfilm system, and to dispose of the hard copy collection and filing equipment as the consolidation progresses. This would establish a uniform reproduction method, simple in operation.

Savings - The proposed transfer of functions and responsibilities will result in savings in equipment and space and a potential savings in personnel and increased efficiency.

Approved For Release 2000/08/17 : CIA-RDP61-00910A000100070006-7

Equipment - Representatives of OCD confirm that approximately 40 filing cabinets housing CIA information reports can be emptied and returned to stock upon conversion of the information report masters to the microfilm system. The Chief of the Records Center confirms that approximately 152 cabinets now used to house distribution material could be returned to stock upon conversion of information report masters to the microfilm system.

While a numerical count of the masters is not available, some idea of the potential savings in filing space may be apparent from the knowledge that one 8-drawer safe will house approximately 45,000 machine records aperture cards for microfilm frames (TAB L).

Space - Space occupied by the cabinets comprises approximately 1500 square feet. This second phase of saving will not be immediate. Continuation of the space requirements for CIA reports in the present Records Center will probably be necessary until the physical move to the new Center takes place, i.e., if less than a year. While the microfilming of the collection will begin as soon as possible, that pertaining to ozalid will be deferred to last to avoid impairment of current operations. If the microfilming is not completed at the time of the physical move of the Center it may be necessary to transfer at least part of the ozalid masters, not exceeding 25 cabinets, to the CIA Library pending completion of the camera operations.

Personnel and Increased Efficiency - In a transfer of functions and responsibility of this type which entails additional work for a limited period such as the consolidation of files and an integration process into a new operating procedure, a definite saving in personnel may not appear immediately. There is, however, a potential savings in personnel and increased efficiency that should be apparent at the time the integration process is completed.

Current plans in OCD provide for the continued development of the microfilm project and, along with that, the gradual transfer of T/O positions from the CIA Library files to such project. Ultimately, a tangible savings in personnel should be realized not only in the CIA Library files but, also, through the increased efficiency that will result by (1) adoption of the microfilm project, (2) transfer of certain T/O positions from the CIA Library files to such project, (3) Training and conversion of the position incumbents to the new type of work required by the project, and (4) the consolidation of the two information report files and integration thereof into the overall operating system. Thus, it would seem more practicable to construe savings in the light of increased efficiency at present and defer evaluation of the actual savings in personnel for a period of one year at which time measurement can be made through a survey of T/O requirements.

Under these circumstances, justification for the proposed transfer of functions and operations is apparent.

25X1A6a

5. When it is determined to place the Records Center under the administrative jurisdiction of [REDACTED] the function and responsibility of performing essential operating routines pertaining to initial distribution of regulatory and miscellaneous issuances should be transferred to the Reproduction Plant, Printing and Reproduction Division, Logistics Office on or before completion of the physical move.

The function and responsibility of performing essential operating routines pertaining to initial distribution of regulatory and miscellaneous issuances should be transferred to the Reproduction Plant as specified if proof can be shown on the basis of functional relationship that adequate or better facilities therefor exist and similar routines are now being accomplished. That adequate or better facilities exist is evident from the requirements of the Dissemination Section of the Plant, stated as follows:

"Administrative requirements entail the distribution of reproduced material to operating activities of interest. Operating responsibilities include enveloping, wrapping, sealing, tying or otherwise preparing reproduced material inclusive of addressograph routines and effecting distribution of such material to the requisitioning office."

Reference to "addressograph" lends force to comprehension of the term "better" facilities. That similar routines are now being accomplished is true by virtue of every issue of finished intelligence reports prepared for distribution according to dissemination lists furnished to the Plant by LD/CD and also by FBIS reports. The conclusion is obvious.

Discussion of this proposed transfer with the Chief, Printing and Reproduction Division confirms that he is willing to furnish sets of pre-addressed envelopes prepared on addressograph equipment but is not willing to accept responsibility for performing essential operating routines with the present T/O of the Dissemination Section. Based on experience in the Records Center, a minimum of two and a maximum of four employees have been required to prepare regulatory issuances for distribution, i.e. depending on the size and urgency thereof.

If this proposed transfer is approved, the number of copies for initial distribution to respective addressees should be standardized. Then, coding for the number of copies to each addressee can be added to the addressograph plates whenever expedient to facilitate sorting, counting and inserting in the pre-addressed envelopes.

CIA RECORDS CENTER

Technical Facilities in OCD

MICROFILM SYSTEM

Beginning on or about 15 April 1954, OCD plans to supplement its intelligence reference service with complete film coverage of all CIA documents. To accomplish this objective, excellent facilities are available for planned microphotographic projects. In addition to essential cameras of the flatbed Model D type, a photostatic process printer has been installed recently. A film sort procedure, the basic plan of which houses a microfilm image in a machine records aperture card, has also been installed. These facilities will enable fast and accurate sorting and enlarging of the comprehensive collection of documents that will be processed into the system.

PRINTER

The photostatic printer is capable of enlarging 16 mm film on a continuous feed basis. While the initial reduction of images by camera is standardized for the system at a ratio of 17 to 1, the recovery by enlarging is limited to approximately 70% or 12 to 1. The maximum paper size of each print is 8 X 10. The image may vary up to a maximum size of 53/4 X 8 1/2.

The time factor for 1 print is 2 1/2 minutes with additional prints every 6 seconds. The exposure time varies from 1/2 to 1 second.

The duplicating potential is approximately 7 pages per minute. As projected, this is comparable to 420 per hour, 3360 per day and 67,200 per month for constant production.

The installation of an additional printer for the enlargement of 35 mm film and hard copy is also contemplated.

MOUNTING

The mounting of film in the machine records aperture cards is accomplished by means of a Film Sort Mounter, a machine which requires hand insertion and partial manipulation.

*Personal file
records center*

20 January 1955

MEMORANDUM FOR THE RECORD

SUBJECT: Recruitment of Personnel for the Records Center

25X1A9a

25X1A6a

1. Several times in the past four or five months I suggested to [REDACTED] in the Personnel Office that he review the personnel records of Agency employees who live in the [REDACTED], area for consideration for positions in the Records Center. I suggested that this information could be readily obtained by requesting the Machine Records Division of the Office of the Comptroller to make a listing from their punch cards.

25X1A9a

2. I discussed this matter again with [REDACTED] on 14 January and found out that he had not submitted a request to the Machine Records Division for this data.

25X1A9a

25X1A6a

3. I discussed this matter with [REDACTED], Chief of the Machine Records Division and recommended that he proceed to select all Agency personnel living in the general area of [REDACTED]. On 18 January he advised me that there were 26 persons in this category. I arranged for the names to be typed and forwarded the list to [REDACTED] on 19 January.

25X1A9a

25X1A9a



~~SECRET~~

MAR 23 1955

MEMORANDUM FOR: Chief, Management Staff

SUBJECT: Organizational Transfer from Management Staff to [REDACTED]

25X1A6a

1. Attached as Tab A is request, dated 15 March 1955 from the Chief, Records Management Division, for the official transfer of Records Center activities from the Management Staff to [REDACTED] pursuant to approved plans. Tab B comprises a chart showing the present organization of the Records Management Division. A chart reflecting the merger of the Records Center with [REDACTED] as the proposed organization is provided in Tab C.

25X1A6a

25X1A6a

2. Specifically, the request includes a transfer of pertinent operations and conveyance of the ceiling allocation of twelve positions with related funds from the Management Staff to the jurisdiction of [REDACTED]. Positions listed in the request for transfer are restated as follows:

25X1A6a

<u>Position</u>	<u>Grade</u>	<u>Slot No.</u>
Recs. Mgt. Officer	12	52
Recs. Mgt. Analyst	11	53
Clerk Stenographer	5	54
Recs. Mgt. Analyst	9	56
Recs. Mgt. Analyst	7	57
Recs. Mgt. Analyst	7	57.01
Recs. Mgt. Analyst	7	57.02
Recs. Mgt. Analyst	7	57.03
Recs. Mgt. Analyst	5	59
Recs. Mgt. Analyst	5	59.01
Recs. Mgt. Analyst	9	60
Recs. Mgt. Analyst	9	61

25X1A9a

3. The net effect of the proposed transfer is as follows:

a. All positions are proposed at existing grades, respectively.

b. No increase in ceiling or total number of T/O positions is required.

~~SECRET~~

~~SECRET~~

c. Action by the Comptroller entails transfer of budgetary funds only.

25X1A6a

d. The Commanding Officer, [REDACTED] will exercise fully administrative jurisdiction over all Records Center activities.

25X1A6a

e. The Chief, Records Management Division will furnish technical guidance and assistance to C.O. [REDACTED] as feasible and essential to facilitate the Agency's overall records program.

4. Your approval is recommended.

25X1A9a

[REDACTED]
Assistant Management Officer
DD/S Area

ATTACHMENTS:

- Tab A - Proposal
- Tab B - Present Org.
- Tab C - Proposed Org.

APPROVED - This request is authorized within the authority and responsibilities of the Chief, Management Staff.

Date: _____

MAR 29 1955

25X1A9a

Chief, Management Staff

DISTRIBUTION:

- 25X1A9a
- Orig. & 1 - Office of Personnel
 - 2 - [REDACTED]
 - 1 - Comptroller

MS/LD:ee (22 March 1955)

~~SECRET~~

Chief, Management Staff

15 March 1955

Chief, Records Management Division

T/O Change and Relocation of the Records Center

25X1A6a

1. It is requested that Records Center operations be officially transferred to [REDACTED] effective 24 April 1955. This transfer is in accordance with the approved project review submittal dated 25 January 1954, subject: Proposed Construction of CIA Records Center, and the memo from Colonel White to the Chief, Management Staff dated 5 January 1955, subject: The Records Center.

25X1A6a

2. The ceiling allocation of twelve positions should be transferred from the Management Staff to [REDACTED] with the related funds. The positions to be included in this transfer are as follows:

<u>Position</u>	<u>Grade</u>	<u>Slot No.</u>
Rcds. Mgt. Officer	12	52
Rcds. Mgt. Analyst	11	53
Clerk Stenographer	5	54
Rcds. Mgt. Analyst	9	56
Rcds. Mgt. Analyst	7	57
Rcds. Mgt. Analyst	7	57.01
Rcds. Mgt. Analyst	7	57.02
Rcds. Mgt. Analyst	7	57.03
Rcds. Mgt. Analyst	5	59
Rcds. Mgt. Analyst	5	59.01
Rcds. Mgt. Analyst	9	60
Rcds. Mgt. Analyst	9	64

/s/

25X1A9a

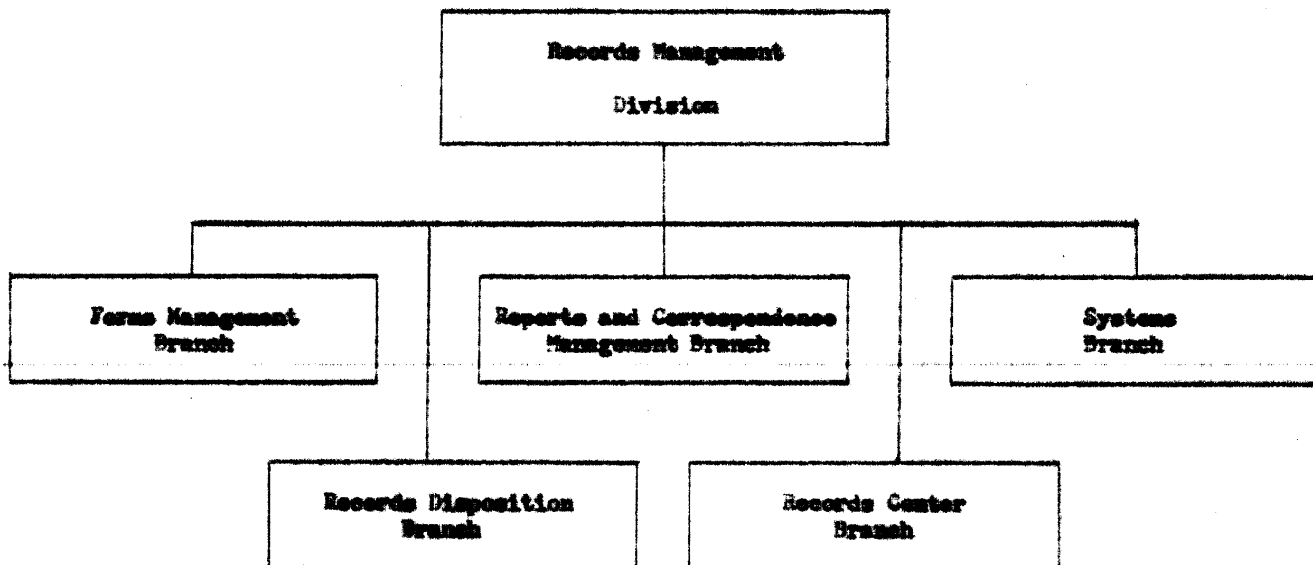
cc; [REDACTED]

25X1A9a

~~CONFIDENTIAL~~

Approved For Release 2000/08/17 : CIA-RDP61-00910A000100070006-7

Management Staff
Records Management Division



Approved For Release 2000/08/17 : CIA-RDP61-00910A000100070006-7

25X1A6a

Approved For Release 2000/08/17 : CIA-RDP61-00910A000100070006-7

Approved For Release 2000/08/17 : CIA-RDP61-00910A000100070006-7